

Back That Up!

Everyday Math Assessment Assistant Database

Backing Up Your Database

Step 1: Determine the location of your database

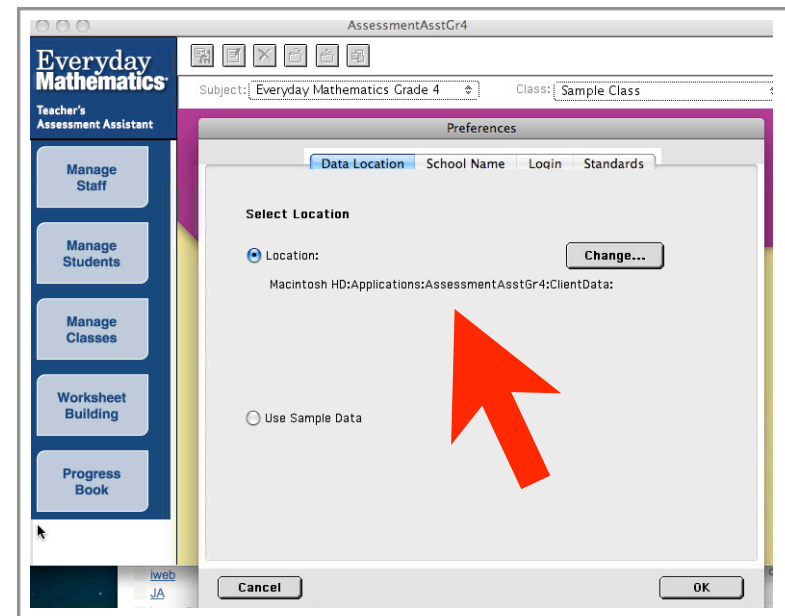
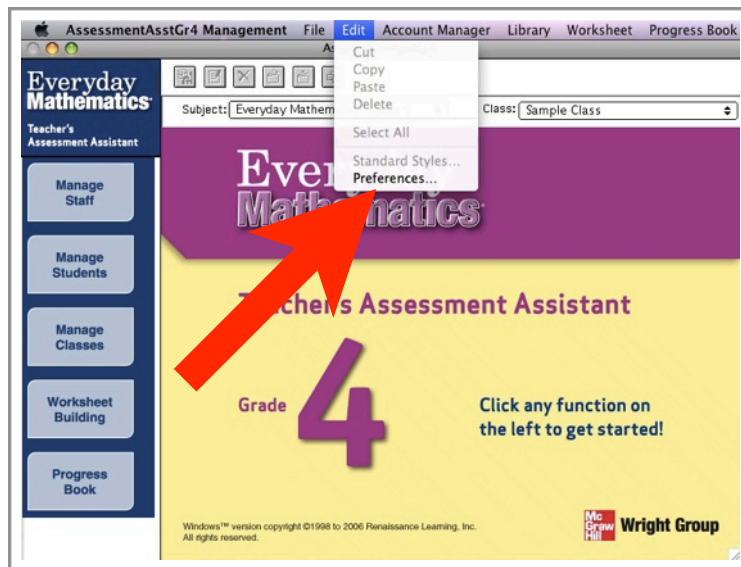
The database used by the Assessment Assistant is stored inside a single folder generally labeled ClientData. The location can be changed, but is stored in the Assessment Assistant application folder by default.

To determine your current data location:

Open the EM Assessment Assistant

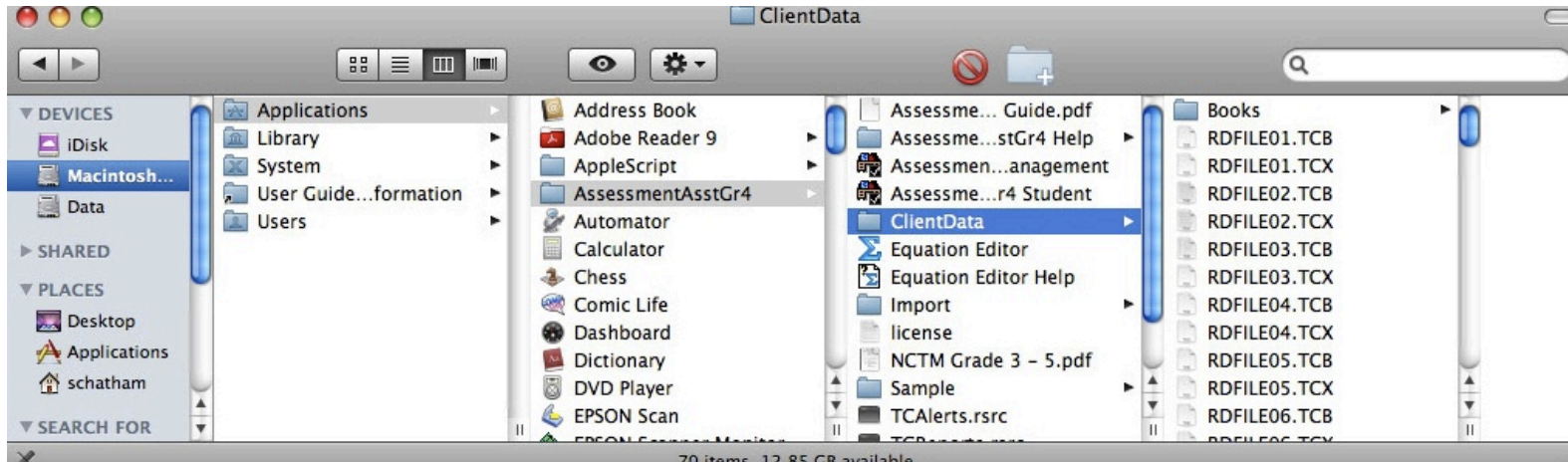
Go to Edit>Preferences...

Open the Data Location tab to see where the data folder is located



The data location in the previous example is illustrated below in a Finder window:

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Step 2: Backing up the database

To back up the database, drag the data folder found in the previous step to a flash drive or burn it to a DVD with your other files. Just make sure to remember what that folder is for!

NOTE! If you use the Assessment Assistant and would like to keep your current database intact (e.g. your modified worksheets and tests), it is **YOUR** responsibility to back this database up. Please see your building tech if you have any questions.

Restoring Your Database

Method 1 (recommended*)

Step 1: Copy the database folder to your Documents folder

Using the backup you made in the previous section, drag the entire database folder from your flash drive/DVD to your Documents folder.

Step 2: Set the location of your database

- Open the EM Assessment Assistant
- Go to Edit>Preferences...
- Click on the Data Location tab
- Click the Location button and click Change...
- Navigate to your Documents folder and highlight the database folder
- Click the Choose button, then click OK

** Using this method will allow your database to be synced to the server and help prevent data loss*

Method 2

Step 1: Copy the database folder to the EM Assistant Assessment application folder

Using the backup you made in the previous section, drag the entire database folder from your flash drive/DVD to your grade level folder in /Applications/EM Assessment Assistant/Grade # and replace the existing ClientData folder.